

Executive Office of Public Safety and
Security

Office of Grants and Research

Highway Safety Division



FFY26 MUNICIPAL ROAD SAFETY TRAFFIC SAFETY GRANT

REPORTING WEBINAR

WEBINAR LOGISTICS



To minimize background noise, attendees are on mute



At the end of the presentation there will be a Q&A session



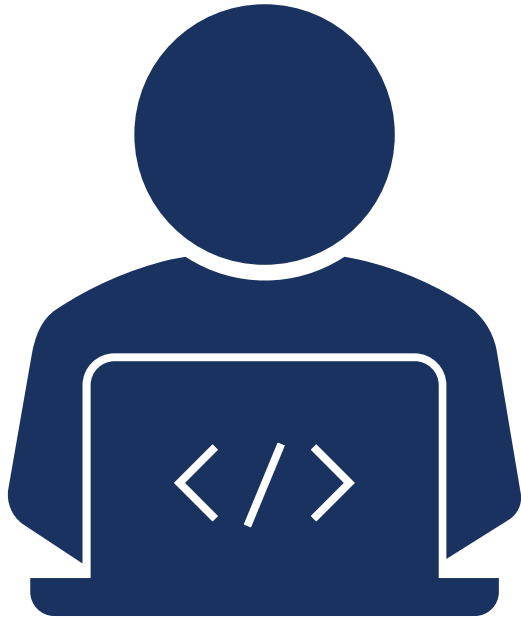
If you have a question during the webinar, you may put it in the “Questions” box



A copy of the presentation and a list of FAQ's will be made available after the webinar



INTRODUCTIONS



- **Bob Smith – Robert.J.Smith I @mass.gov**
 - Highway Safety Division Manager
- **Taylor Keown – Taylor.Keown@mass.gov**
 - Program Coordinator and primary contact for the following departments: **Abington - Medfield.**
- **Jennifer Slonina – Jennifer.Slonina@mass.gov**
 - Program Coordinator and primary contact for the following departments: **Medford - Yarmouth.**

AGENDA



Key Dates for Campaigns

Expenditure Report

Activity Reports

Site Visits

Mid-Year/Final Progress Reports

De-Obligation Report



ELEMENT I: TRAFFIC SAFETY

- Includes high-visibility enforcement during six (6) campaign periods.
- This element also offers the opportunity to purchase specific equipment to enhance traffic enforcement efforts. Purchases must be made **no later than March 31st, 2026.**
 - ✓ Please notify OGR as soon as possible if there are any concerns with meeting this deadline.
 - ✓ If a single-item equipment item exceeds \$10,000.00, please confirm with OGR prior to purchasing as some requests require federal approval by NHTSA.
- Each department will have (1) traffic enforcement budget for all six (6) campaign periods. This allows for more flexible spending and the opportunity to focus on campaigns to align with your data/trends as well as officer shift availability.



FFY26 MRS TRAFFIC ENFORCEMENT CAMPAIGNS

- Enforcement activity should align with the current campaign's focus. However, it is understood that officers will also observe and enforce all other traffic safety violations, including seat belt usage.

Traffic Enforcement Campaign Dates

Winter Impaired Driving	December 1 st -31 st , 2025
Distracted Driving	April 1 st -30 th , 2026
Click it or Ticket	May 1 st -31 st , 2026
June Speed	June 1 st -30 th , 2026
July Speed	July 1 st -31 st , 2026
Summer Impaired Driving	August 1 st – September 15 th , 2026



ELEMENT 2: PEDESTRIAN & BICYCLIST ENFORCEMENT

- Required to conduct overtime enforcement of laws applicable to pedestrian and bicycle safety
- Required to utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement
- May conduct crosswalk decoy operations that:
 - ✓ Involve a plain clothes officer acting as a civilian pedestrian and a uniformed officer making stops
 - ✓ Involve a uniformed officer serving as a spotter to relay observed violations to the officer making stops
- One (1) enforcement budget for all six (6) Ped & Bike campaign periods. Enforcement periods have been adjusted based on statewide trends related to pedestrian and bicyclist crash data.
- This element also includes any purchases for allowable Pedestrian & Bicyclist Safety Items

***Purchases must be made **no later than March 31st, 2026.**



FFY26 MRS PEDESTRIAN AND BICYCLIST ENFORCEMENT CAMPAIGNS

Pedestrian and Bicyclist Enforcement Campaign Dates

November 1st-30th, 2025

January 1st-31st, 2026

February 1st-28th, 2026

March 1st-31st, 2026

May 1st-31st, 2026

August 1st – September 15th, 2026



ELEMENT 3: COMMUNITY AWARENESS, OUTREACH, AND EDUCATIONAL ACTIVITIES

- Community-based educational activities, officer training, and more
- Changes to an approved activity during the grant period will be considered but must fall within the reasonable range of activities and must have prior approval by OGR.
 - ✓ Changes to any activity without OGR's prior authorization will not be reimbursed.
- Community Awareness and Educational Activities can be done during any month of the grant year (from the date your contract starts to the date the contract ends).
- If you have been approved for any **travel** related expenses, please confirm with your grant coordinator **prior** to booking/incurred any costs.



MONTHLY EXPENDITURE REPORT TIMELINE

Calendar Year	Month	Traffic Enforcement	Ped/Bike Enforcement	TE Equipment	Community Awareness, Outreach, and Educational Activities	Ped/Bike Safety Items	Report Due Date
2025	November	N/A	Yes	Yes	Yes	Yes	12/15/2025
2025	December	Winter Impaired	N/A	Yes	Yes	Yes	1/15/2026
2026	January	N/A	Yes	Yes	Yes	Yes	2/15/2026
2026	February	N/A	Yes	Yes	Yes	Yes	3/15/2026
2026	March	N/A	Yes	Yes	Yes	Yes	4/15/2026
2026	April	Distracted Driving	N/A	N/A	Yes	N/A	5/15/2026
2026	May	CIOT	Yes	N/A	Yes	N/A	6/15/2026
2026	June	Speed	N/A	N/A	Yes	N/A	7/15/2026
2026	July	Speed	N/A	N/A	Yes	N/A	8/15/2026
2026	Aug. 1 - Sept. 15	Summer Impaired	Yes	N/A	Yes	N/A	10/1/2026

**** Note that the final campaign covers August 1st to September 15th, and the report due date is October 1st ****



YOU'VE BEEN AWARDED MRS FUNDS, NOW WHAT?



- Review your **approved** application and budget.
 - ✓ What are your measurable objectives for the grant cycle?
 - ✓ Progress toward goals and objectives will be required during your Mid- and Final reporting periods.
- Review your town data.
 - ✓ Where are the biggest opportunities for improvement and how will you use grant funds to make them?
 - ✓ Your efforts should look to address these areas
- Equipment and safety items invoices are due to OGR by March 31st, 2026.
 - ✓ Equipment and Safety Items are meant to support your programming.
 - ✓ Grant funds **do not** support equipment-only projects.
- Let us assist you with staying on track!
 - ✓ If you anticipate any program changes, delays, or other challenges, please reach out to your assigned program coordinator for assistance.



MONTHLY REPORTING

FFY2026 MUNICIPAL ROAD SAFETY (MRS) MONTHLY PROGRESS REPORT

- Grant recipients must submit monthly reports to the Executive Office of Public Safety and Security, Office of Grants and Research (OGR). The monthly reports cover activities that occurred or were completed during the identified reporting period.
- Cognito is the reporting platform available online.
- Each month you will report any/all activity. Even NO (ZERO) activity.
- Category Options:
 - ✓ Traffic Enforcement OT
 - ✓ Pedestrian and Bike Activity
 - ✓ Child Passenger Safety (CPS) Activity
 - ✓ Community Awareness, Outreach, and Educational Activities
 - ✓ Pedestrian and Bike Safety Items
 - ✓ Traffic Enforcement Equipment

STARTING YOUR REPORT:

- Please complete all sections in this report for each grant-funded activity.
- There is a "**Save**" feature at the bottom of each page allowing you to save your responses and provides a unique link that you may utilize to return and finish the report later without losing your progress. Once you have completed all relevant sections in the report, click the "Submit Report" button.
 - ✓ **Note:** If using this feature more than once, please remember to "Save" your progress each time.
- Once you click "**Submit**", you will not be able to edit your responses. Please refer to the Reporting Schedule on the previous slide, as the Cognito system will allow you to click a category that is not open in the month you are reporting.

Reporting Information

Grantee Name *

Grantee Name is required.

Grantee Contact *

First Last

First and Last are required.

Email *

Email is required.

Phone *

Phone is required.

Reporting Period

Reporting Period (Months) *

Reporting Period (Months) is required.

Reporting Period (Year) *

Reporting Period (Year) is required.

Will you be reporting any activity this month? *

Yes No

Please select the categories you will be reporting this period. *

Traffic Enforcement OT

Pedestrian and Bike Activity

Child Passenger Safety (CPS) Activity

Community Awareness, Outreach and Educational Activities

Pedestrian Bike Safety Items

Traffic Enforcement Equipment

Please select the categories you will be reporting this period. is required.

Directions

Please complete all sections in this report for each grant-funded activity.

The "Save" feature at the bottom of each page allows you to save your responses and provides you with a unique link to return at a later time without losing any information you have entered. Once you have completed all relevant sections in the report, click the "Submit Report" button.

Please note that once you submit the report, you will not be able to edit your responses.

Next >

Save

Traffic Enforcement Activity

- Please note that any field marked with an asterisk (*) will require you to enter a value.

⊗ New Officer Activity 1

Officer Name * Shift Start Date * Shift Start Time * Shift End Date * Shift End Time *

Shift time should be entered exactly as reported, it does not need to be in 15 min increments

Shift Hours

Total Number of:

Traffic Stops *	Failure To Stop 89/9 - Citations	Failure to Stop 89/9 - Written Warning	Speeding - Citations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speeding - Written Warnings	OUI Arrests	OUI Drug Arrests	Hands-Free Violation 90/13 Citations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hands-Free Violation 90/13 Written Warnings	Safety Belt Citations	Safety Belt Written Warnings	Child Safety Citations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Felony/Other Arrests	Criminal Summons	Fugitives Apprehended	Blocked Bicycle Lane Violations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Citations	Other Written Warnings	Verbal Warnings	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

+ Add New Officer Activity

Please use this box to provide any information that could help explain stop data during shifts conducted.

< Back Next > Save



Pedestrian and Bicyclist Activity

- Please note that any field marked with an asterisk (*) will require you to enter a value.

⊗ **New Officer Activity 1**

Officer Name* Shift Start Date* Shift Start Time* Shift End Date* Shift End Time*

Shift time should be entered exactly as reported, it does not need to be in 15 min increments

Shift Hours

Total Number of:

Motor Vehicle Stops*	Motor Vehicle Citations*	Motor Vehicle Written Warnings*	Motor Vehicle Verbal Warnings*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Failure to yield to pedestrian in crosswalk - Citations	Failure to stop at red light/stop sign - Citations	Speeding - Citations	Operating to endanger - Citations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtaking bicyclist unsafely - Citations	Failure to yield to bicyclist - Citations	Blocked bicycle lane violations	Failure to yield to pedestrian in crosswalk - Written Warnings
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Failure to stop at red light/stop sign - Written Warnings	Speeding - Written Warnings	Operating to endanger - Written Warnings	Overtaking bicyclist unsafely - Written Warnings
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Failure to yield to bicyclist - Written Warnings	Other Citations	Other Written Warnings	Other Verbal Warnings
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pedestrian Stops*	Pedestrian Citations*	Pedestrian Written Warnings*	Pedestrian Verbal Warnings*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bicycle Stops*	Bicycle Citations*	Bicycle Written Warnings*	Bicycle Verbal Warnings*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add New Ped & Bike Activity



Community Awareness, Outreach, and Educational Activities

- Please note that any field marked with an asterisk (*) will require you to enter a value.

Community Awareness, Outreach and Educational Activities December 2025

Shift hours should be between two (2) and eight (8) hours, except when an arrest is made during the shift and is not completed before the shift is scheduled to end. The officer may continue working under the grant and charge additional hours.

Community Awareness, Outreach and Educational Activities Details

If reporting CPS Activity make sure to use the CPS Activity label. If it is not on this page, return to the first page and select "CPS Activity" under the categories being reported.

Name of Activity (i.e. program, registration fees - please specify) *	Officer/Personnel *	Location *	Date *	Hours Worked *
<input type="text"/>				0.00

+ Add Activity

Miscellaneous Uploads

or drag files here.

Invoices, registration fees, etc.

Total Hours Worked

0.00

Describe/explain any activity stated above:

If any activity is shown above, it must be reflected in the Expenditure report.

< Back

Next >

Save

2



If only reporting
Equipment + Safety Items
and/or
After entering activity...

Financial Expenditure Report

An Excel workbook and signed summary sheet must be uploaded even if there is \$0 expenditures this month.

What is the amount reported on your Financial Expenditure Report for this month? *

This number can be found on your signed summary page.

Purchase Invoices *

or drag files here.

Budget Excel Workbook *

or drag files here.

Files must be submitted in .xls, .xlsx, or .xlsm format

Signed Summary Page

or drag files here.

Files must be submitted in .pdf format

The signed summary page attachment is only required if you have not electronically signed the budget workbook.

OGR Assistance

Do you need any training or technical assistance from the Office of Grants and Research? *

Yes No

Office of Grants and Research
Highway Safety Division



S

FINANCIAL EXPENDITURE REPORT

Financial Expenditure Report

An Excel workbook and signed summary sheet must be uploaded even if there is \$0 expenditures this month.

What is the amount reported on your Financial Expenditure Report for this month? *

Total Spent

This number can be found on your signed summary page.

What is the amount reported on your Financial Expenditure Report for this month? must be formatted as \$#,###.##.

Purchase Invoices *

Upload or drag files here.

Budget Excel Workbook *

Upload or drag files here.

Files must be submitted in .xls, .xlsx, or .xlsm format

Signed Summary Page

Upload or drag files here.

Files must be submitted in .pdf format

The signed summary page attachment is only required if you have not electronically signed the budget workbook.

Department Name	Police Department
Reporting Period	November 2025

Cost Categories	Cash Expenditures
Traffic Enforcement (TE) Overtime	\$ -
Traffic Safety Equipment	\$ -
Foot & Bike Enforcement Overtime	\$ -
Community Awareness, Outreach, and Educational Activities	\$ -
Foot & Bike Safety Items	\$ -
Total Costs	\$ -

**** These Amounts Must Match ****

HELPFUL TIPS FOR COMPLETING YOUR ACTIVITY REPORTS

- Provide a printout or electronic version of the activity report to your officers before they conduct shifts and have them fill it out and return it back to you.
 - ✓ Traffic Enforcement Activity Form
 - ✓ Pedestrian and Bicyclist Enforcement Activity Form
- Entering shift activity into Cognito as completed. (Utilize the “SAVE” feature so you can go back into the report to make edits)
- Before submission, double check your report to make sure all shifts listed on the Monthly Expenditure Report (*Excel*) correspond to the Activity Reports (*Cognito*) are the same.
- Be specific on the activities conducted and explain in detail what was completed.

MONTHLY EXPENDITURE REPORT



- Every month you will upload your monthly expenditure report through Cognito, which is then sent to your designated grant manager.
 - ✓ Be sure that this report includes all spending year-to-date (YTD) for previous months on the YTD tab.
- If reporting zero expenditures for a given month, a report submission is **required** indicating \$0 was expended, while uploading a signed \$0 Expenditure Report.
- Most departments have received their authorization email to begin implementing their programs and are approved to being spending.
 - ✓ If you have not received authorization, we are still waiting for the signed contract from our Executive Director or waiting for updates to your department's contracting documents.

[Expenditure Report](#)

Tips for Completing Your Expenditure Report

- Before submitting your reports through Cognito each month, please ensure that it has all the required components completed:
 - ✓ Budget Summary Sheet (signed and dated)
 - ✓ Monthly Cash Expenditures Page (YTD breakdown)
 - ✓ Activity Line-Item Subtotal/Total Pages (all).
- Double check your monthly cash expenditure page (YTD tab) each month to ensure that it matches what you have submitted to us in prior months.
- Track and maintain previous months spending on your expenditure report.
 - ✓ It should show all spending that has occurred during the grant period to date.
 - ✓ Adhere to your approved budget and do not overspend!
- Maintain all records/emails in case you are required to re-submit a report for any reason.



Electronically Signing the Excel Workbook


- Departments are allowed (and encouraged) to electronically sign the monthly reporting forms
- Within the Excel Financial Reporting Form, and the Ribbon (top row of tabs and icons), click **Draw**. If you do not have this tab on your Ribbon, please refer to the instructions found to the left of this text box.
- - Choose the black pen in the Draw Tools section.
- - After selecting the pen option, the mouse/cursor will turn from an arrow to a black dot. (To revert to the mouse cursor, simply select that option / icon)
- - You should now be able to sign the *Budget Summary* page. To complete a signature, use the draw/pen function to sign your name.

Be sure to click back to the mouse when you are done.

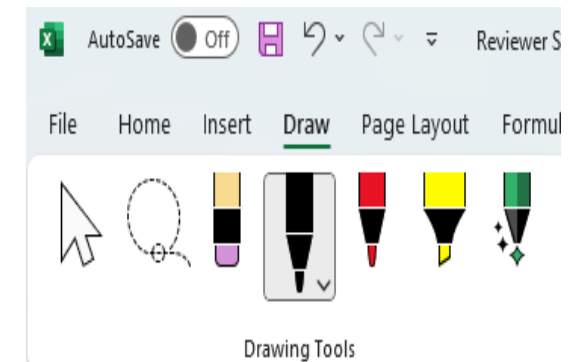
To add the Draw ribbon in Excel, follow these steps:

1. Launch Excel and click the File tab.
2. Click Options, then select Customize Ribbon.
3. Enable the Draw tab by checking the Draw tab checkbox.
4. Click OK to enable the Draw tab on the menu bar ¹. Alternatively, you can right-click the Ribbon, select Customize the Ribbon, check the box next to Draw, and click OK ².

Total Costs | \$ | -

Completed by
Signature: 
Date: February 23, 2023
Print Name: Steven Domings
Email Address: steve.m.domings@mass.gov

certify that this report, schedules, statements, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State regulations and that the articles or services listed were



Office of Grants and Research
Highway Safety Division



SITE VISITS



- Throughout the grant period, subrecipients are subject to compliance monitoring, which includes site visits, where OGR staff will request grant records to be reviewed.
- If OGR perceives issues relating to any of the grant requirements, appropriate action will take place, including, but not limited to, a site visit, file reviews, non-reimbursement, and suspension of funding.
- Subrecipients that do not observe reporting deadlines, submit incomplete or inaccurate reports, fail to follow the timeline promised in the grant application, underperform, or engage in other practices outside of the grant's limitations will be at risk of losing OGR grant funding and may become ineligible to receive future OGR grant funding.

MID-YEAR AND FINAL PROGRESS REPORTING


- All departments must report on progress toward each measurable target/goal for both Mid-Year and Final Progress reporting.
 - ✓ Mid-Year and Final Progress Reports are now integrated into the monthly Cognito reporting process.
 - ✓ Progress Reports will be required during April (due May 15th) and the August/September (due October 1st) reporting period.
- Please reference your department's **approved** goals and objectives that have been pre-filled in Cognito.
 - **Note:** Goals/objectives that lacked sufficient detail and/or structured were updated during application review to ensure alignment with program scope and statewide priority areas.
- Please contact OGR regarding questions, concerns, or any proposed adjustments to the current goals/objectives.



DE-OBLIGATION REPORT

- A De-obligation Report is due at the end of the grant year along with your final expenditure report.
- The report can be found within one of the tabs at the bottom of your Expenditure Report (Excel) and serves as confirmation of your department's expenses throughout the grant year.
 - ✓ **Note:** If there are any discrepancies in the auto-populated totals, please notify your program coordinator as soon as possible.
- You will sign this form electronically (the same way you sign the monthly summary sheet) or you may print it, sign it, and upload it with your final monthly report. And upload the excel workbook or scanned report into Cognito.
- If the de-obligation report is not received within 15 days of submitting your final campaign report, the grant may be marked final, and you may not have an opportunity to dispute the totals or submit missed reports.
- OGR will send reminder emails out in Fall 2026 regarding the De-Obligation process.



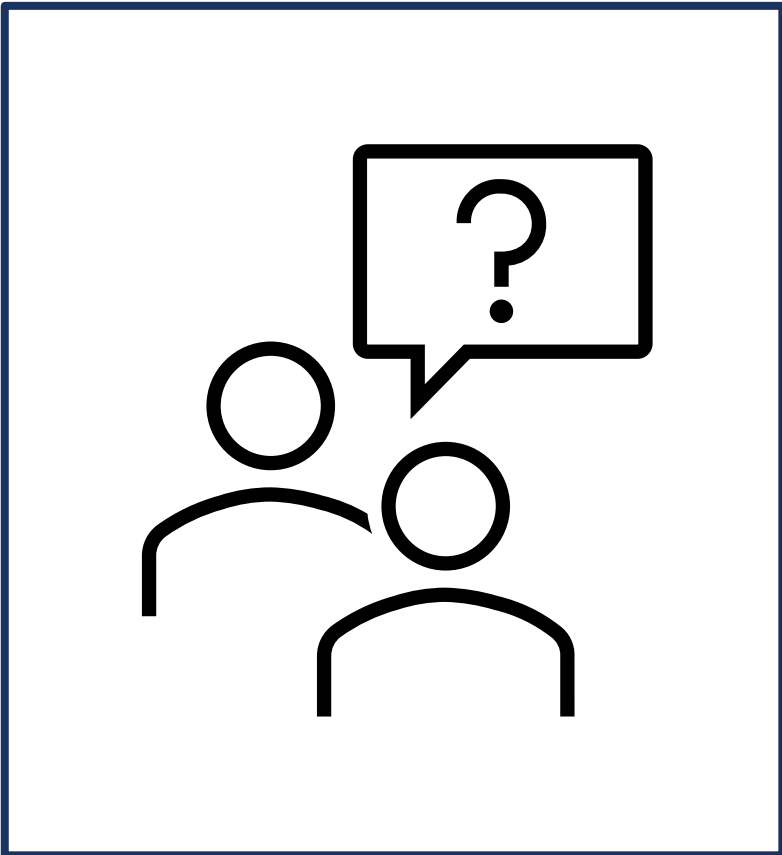


We would like to thank you all for participating in this Webinar and for all your future hard work throughout this grant year of FFY26. Your efforts affect change for road safety in your communities and for the Commonwealth.



THANK YOU!

QUESTIONS?



For any questions after the webinar please email:
Taylor.Keown@mass.gov or Jennifer.Slonina@mass.gov

